

Section 4

Proposal Evaluation

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Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

<u>Evaluation Categories</u>	<u>Possible Points</u>
<i>Administrative Requirements</i>	
<i>Proposal Application</i>	100 Points
Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	50 points
Financial	15 Points
TOTAL POSSIBLE POINTS	100 Points

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

Applicant should ensure that it has complied with the administrative requirements in Section 1 of this RFP.

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)
- Hawaii Compliance Express Registration (RFP Awardees will be required to show proof of compliance before contract is executed)
- Class Matrix
- Applicant Proposed Course Catalog
- Proof of doing business in the State of Hawaii for at least one (1) year.

Proposals that meet the above minimum proposal application requirements will then be reviewed for award. Notification of meeting or not meeting minimum proposal applications will be given after final awards have been announced.

B. Phase 2 - Evaluation of Proposal Application (100 Points)

Program Overview: No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

1. *Experience and Capability (20 Points)*

The state purchasing agency will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

A. Necessary Skills

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience

- Adequate experience with the services being proposed. Note: Applicant must have been in business in the State of Hawaii for at least one year and have a minimum of one year's experience with the services proposed.
- Demonstrated experience in working with the target population and to provide service in a manner which accommodates the learning styles and needs of incumbent workers

C. Quality Assurance and Evaluation

- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.
- Demonstrated ability to meet all reporting requirements.

D. Facilities

- Adequacy of facilities relative to the proposed services.
- Convenience and neutrality of training facility location(s)

2. *Project Organization and Staffing (15 Points)*

The state purchasing agency will evaluate the applicant's overall staffing approach to the service that shall include:

A. *Staffing*

- Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. (Note: Pursuant to ETF policy, class size shall not exceed a student to teacher ratio of 60:1.)
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program.
- Adequate fiscal and administrative support to insure timely preparation and submission of records and reports.

B. *Project Organization*

- Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
- Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.

3. *Service Delivery (50 Points)*

Evaluation criteria for this section will assess the applicant's course catalog and the Matrix of Training Courses, which is included in the RFP Proposal Application. The evaluation criteria will also assess factors such as geographical location, class schedule, course content, whether tuition costs are reasonable and comparable to tuition prices of comparable courses in the area, and whether provider's system for verification of participant's attendance in the course is adequate.

More consideration will be given to applicants who address the following:

- Greater variety of courses;
- More choices in class schedules and/or frequency of course offerings;
- Training offered in more than one geographical area;
- Instructor's experience in working with target groups being served;
- Establishment of discounted prices for tuition, e.g. 15% discount of catalogue price;
- Demonstrated reliability of classes being conducted even

with few attendees;

- Adequacy of the Provider's system for verification of participant's attendance in the course;
- Demonstrated ability to provide the proposed services in accordance with ETF policies and procedures (see Special Conditions and Section 2, item III, Scope of Work);
- Demonstrated ability to meet the service requirements under Section 2, III., item B;
- Demonstrated ability to meet the management, billing, and reporting requirements under Section 2, II., item B.

4. Financial (15 Points)

- Competitiveness and reasonableness of unit of service rate.
(Note: Pricing structure of this RFP is based on negotiated unit of service rate.)
- Vendor accepts pCard (ie credit card payment)
- Adequacy of accounting system.

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant. There is no limit to the number of awards for this RFP. However, proposals must score at least eighty (80) points to be considered for an award.

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Attachments

- A. Proposal Application Checklist
- B. Sample Proposal Table of Contents
- C. Sample Matrix of Proposed Training Courses
- D. Sample ETF Employer Referral Monthly Report
- E. Invoice Sample for Billing Purposes
- F. Special Conditions (of State Purchasing Agency)
- G. General Conditions for Health and Human Services Contracts

Section 5

Attachment A

Proposal Application Checklist

Proposal Application Checklist

Applicant: _____

RFP No.: DLIR/WDD 2015-1

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website. See Section 1, paragraph II Website Reference.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Hawaii Compliance Express Verification Certificate	Section 1, RFP	Hawaii Compliance Express SPO Website*	X	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*		
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*		
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
<i>Federal Certifications</i>		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				
Matrix of Proposed Training Courses	Sections 2, 3, and 4, RFP	Sample in Section 5, RFP	X	
Applicant's Course Catalogue	Sections 2, 3, and 4, RFP		X	

Authorized Signature

Date

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Attachment B

Sample Proposal Table of Contents

Proposal Application Table of Contents

I.	Program Overview	1
II.	Experience and Capability	1
	A. Necessary Skills	2
	B. Experience.....	4
	C. Quality Assurance and Evaluation.....	5
	D. Coordination of Services.....	6
	E. Facilities	6
III.	Project Organization and Staffing	7
	A. Staffing.....	7
	1. Proposed Staffing.....	7
	2. Staff Qualifications	9
	B. Project Organization	10
	1. Supervision and Training.....	10
	2. Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
IV.	Service Delivery.....	12
V.	Financial.....	20
	See Attachments for Cost Proposal	
VI.	Litigation.....	20
VII.	Attachments	
	A. Cost Proposal Matrix of Proposed Training Courses	
	B. Other Financial Related Materials Recent Financial Audit within the last six years	
	C. Organization Chart Program Organization-wide	
	D. Performance and Output Measurement Tables Table A Table B Table C	
	E. Program Specific Requirements	

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Attachment C

Sample Matrix of Proposed Training Courses

ABC Learning, LLC
DLIR/WDD 2014-01, ETF #1
Training Matrix

* The prices approved by STATE for services performed pursuant to RFP DLIR/WDD 2012-01 shall be fifty-percent (50%) of the cost of the ETF Assistance listed in the "Total Tuition" column, tax inclusive; However the maximum payment for each unit of service that the STATE will pay shall not exceed \$250; if applicable, tax inclusive. The employer shall pay the other fifty percent (50%) of the cost of ETF assistance, tax inclusive, listed in the "Total STATE Tuition" column and any excess balance that exceeds the assistance directly to CONTRACTOR.

Training Activity		Duration in Hours	Duration in Weeks	Course Schedule	TUITION PRICE			Certification offered? Yes/No
Program Area	Course Title				Tuition Price	State Discount Rate (%) & Cost per unit	Total STATE Tuition and, if applicable, including tax*	
Supervisory Skills	Manging Conflict Resolution	4	Less than one week	Refer to website for class schedule	\$239	\$191	200	No
Supervisory Skills	Learning Through Collaboration	4	Less than one week	Refer to website for class schedule	\$239	\$191	200	No
Supervisory Skills	Trust Building	4	Less than one week	Refer to website for class schedule	\$239	\$191	200	No

Organization: _____

RFP No: _____

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Attachment D

Sample ETF Employer Referral Monthly Report

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Attachment E

Invoice Sample for Billing Purposes

BILLING PROCEDURES AND REQUIREMENTS

The following is a sample of the information that should be noted on Vendor's invoice (refer to the ETF Participant's State approved course registration form to include the following):

- Box # 1 Contractor's Name and Address where payment should be sent;
- Box # 2 Date of Invoice and invoice Number;
- Box # 3 Remit invoice to the WDD Local Branch Office address where the ETF participant registered for courses;
- Box # 4 Identify the name of the State Counselor that registered the ETF participant, (IMPORTANT: separate billings according to each WDD Local Branch Office and WDD, ETF Counselor);
- Box # 5 Enter the assigned State Purchase Order Number;
- Box # 6 State the name of the company where the ETF participant is employed (there should only be one company named on each invoice submitted to STATE);
- Box # 7 Enter the following information on each ETF participant for each course of enrollment (*Note: the employer's 50% cost of ETF assistance, tax inclusive, must be paid directly to Vendor before Vendor can invoice DLIR for its 50% share of the cost for training, tax inclusive*). The vendor shall be responsible for collecting any excess balance of the cost of training directly from the employer, including tax, without liability to DLIR. These amounts should reflect the amount stated on the approved Matrix; and
- Box # 8 Enter the total amount due by DLIR to Vendor; submit the respective ETF Employer Referral (ER) Report and attendance sign-in sheet with invoice.

1 PROVIDER'S Name and Address		2 Date: 1/29/14 Invoice Number: # 0001		
3 Sold To: Workforce Development Division Address (see Section 2)		5 State Purchase Order Number		
4 Attn: Name of State Counselor		SAMPLE		
6 Name of the Business served: XYZ Stores				
7 ITEM DESCRIPTION				
	Date of Class	Course No.	Course Title	DLIR's* Tuition
Participant's Name	1/12/12	L82503	Name of Course	50.00
Participant's Name	1/07/12 – 1/08/12	L83105	Name of Course	250.00
8 TOTAL AMOUNT DUE, tax inclusive				\$ 300.00

* Tax Inclusive